



**NATIONAL ENDOWMENT FOR THE
HUMANITIES**

WASHINGTON, DC

**2013 STRATEGIC
SUSTAINABILITY PERFORMANCE PLAN**

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NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D. C.

JUNE 27, 2013

SUBJECT: 2013 Sustainability Plan Executive Summary

NEH is an independent small agency of about 170 FTE housed in the Government-owned, GSA managed, historic Old Post Office building in Washington, DC along with several other Federal tenants. Our role in complying with the sustainability efforts in terms of the building itself are pretty much limited to assisting and cooperating with GSA in its efforts to reach sustainability targets and goals.

Reduction of Scope 3 GHG emissions in employee commuting and employee business travel could be areas where the agency may be able to have some impact. However, this has proven somewhat challenging so far.

About 95% of agency staff already uses mass transit for commuting or other forms of commuting such as walking or riding bicycles. So the most potential for some reduction in Scope 3 emissions will be through increased telecommuting, which has been increasing modestly.

Some employee business travel reductions have also been achieved even though the agency mission requires staff to do significant outreach to ensure that the widest possible audience is aware of the grant opportunities that NEH provides. We will continue to make reductions in this area to the maximum extent possible.

As these are really the only areas where we can have any type of sustainability improvement we will make forward strides as best we can. For example, though we are not yet through the entire fiscal year agency business travel in general has been reduced by at least 10%.

Barry Maynes
Senior Sustainability Officer
National Endowment for the Humanities

Table 1: Agency Size & Scope

Agency Size & Scope	FY 2011	FY 2012
Total Number of Employees as Reported in the President's Budget	159	159
Total Acres of Land Managed	0	0
Total Number of Buildings Owned	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	1	1
Total Buildings Gross Square Feet (GSF)	86,000	86000
Operates in Number of Locations Throughout U.S.	1	1
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	0	0
Total Number of Fleet Vehicles Leased	0	0
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)		0
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	6	6

Agency Progress toward Scope 1 & 2 GHG Goals

N/A. As one of several small agencies tenanted in a GSA owned and operated building, the NEH has no ability to manage or report on Scope 1 & 2 Greenhouse Gas emissions

Agency Progress towards Scope 3 GHG Goal

As a tenant in a GSA-controlled building NEH has no means of identifying Scope 1, 2, & 3 GHG emissions as they relate to the building. As mentioned previously our efforts in this area will be to cooperate with GSA in achieving its sustainability goals and educating agency staff regarding ways they can assist in the process.

In terms of Scope 3 GHG emissions for Federal employee commuting NEH is already quite successful in this area as nearly 95% of agency staff currently utilizes mass transit or other means such as walking or biking for their commute. NEH will continue to encourage employees to maximize the use of this option.

For Federal employee business travel NEH ensures that only travel necessary to accomplish the agency's mission is performed. However, we are evaluating technologies that might permit some reduction in the level of official travel such as video or teleconferencing. Though utilizing such

options would likely not provide any significant GHG reductions NEH would be at least be contributing to this effort to some degree.

As shown on the chart we are already below our 2020 goal.

Table 1-2: Goal 1 Strategies - Scope 3 GHG Reductions

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Reduce employee business ground travel.	No	BGT is only about 2% of our total emissions [7.4 v. 328 total]	
Reduce employee business air travel.	Yes	Continue using budgetary reductions to effectively reduce the travel.	No specific goals
Develop and deploy employee commuter reduction plan.	No	We feel we are already maximizing our efforts in terms of reducing employee commuting. Nearly 95% already use mass transit or other non-POV means.	
Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	No	95% of our staff use mass transit, walk, or bike.	
Increase number of employees eligible for telework and/or the total number of days teleworked.	Yes	Our HR department in conjunction with the AFGE local are constantly encouraging staff to take advantage of telecommuting opportunities	No specific goals.
Develop and implement bicycle commuter program.	Yes	We actually have a policy in place already.	Too few people live close enough to use this option.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Provide bicycle commuting infrastructure.	NA	The District of Columbia has done this through implementation of the BikeShare program. No one here has taken advantage of it to date however.	

Agency Progress toward Facility Energy Intensity Reduction Goal

Not applicable.. As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in its efforts. We are represented by GSA in regional and local planning initiatives as required.

Agency Progress toward Fleet Petroleum Use Reduction Goal

N/A. NEH has no owned or leased fleet vehicles.

Agency Progress toward Potable Water Intensity Reduction Goal

Not applicable. As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in its efforts to meet its targets. We can report that GSA has installed water saving aerators in all faucets in all restrooms.

Agency Progress toward Pollution Prevention & Waste Reduction

As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in its efforts to meet targets. Tenants actively participate in the building recycling program, for example

NEH has never used toxic or hazardous chemicals.

Agency Progress toward Sustainable Acquisition Goal

NEH does not create contract vehicles for supplies or equipment. Virtually all of these items are purchased from GSA Schedules and many directly from GSA Advantage, as well as UNICOR and other required sources. We will continue to ensure that energy-efficient and other "green"

items are obtained to the maximum extent possible. Most equipment purchases are of very low value.

At this time we have no plans for any large acquisitions that would be included in this category.

Agency Progress toward EPEAT, Power Management & End of Life Goals

It has always been standard agency practice to procure equipment with energy saving features. Due to its limited budget NEH purchases very little in the way of equipment on an annual basis. We always purchase from GSA Schedules and select energy saving equipment when we can.

Table 7: Goal 7 Strategies – Electronic Stewardship & Data Centers

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Identify agency "Core" and "Non-Core" Data Centers.	No	NEH has no data centers	
Consolidate 40% of agency Non-Core Data Centers.	No	NEH has no data centers	
Optimize agency Core Data Centers across total cost of ownership metrics.	No	NEH has no data centers	
Ensure that power management, duplex printing, and other energy efficiency or environmentally preferable options and features are enabled on all eligible electronics and monitor compliance.	Yes	All printing and other equipment with power management features have such features activated.	
Update and deploy policies to use environmentally sound practices for disposition of all agency excess or surplus electronic products, including use of	Yes	Excess equipment, including computers, is disposed of via an agreement with the Department of Health and Human Services which	

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
certified eSteward and/or R2 electronic recyclers, and monitor compliance.		ensures proper disposal procedures are followed.	
Ensure acquisition of 95% EPEAT registered and 100% of ENERGY STAR qualified and FEMP designated electronic office products.	No	It has always been standard agency practice to procure equipment with energy saving features. Due to its limited budget NEH purchases very little in the way of equipment on an annual basis. We always purchase from GSA Schedules and select energy saving equipment when we can.	

Agency Renewable Energy Percentage of Total Electricity Usage

As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in its efforts to meet targets.

Agency Climate Change Resilience

Not applicable as climate change is not viewed to have a significant impact on the mission or goals of the NEH.